



KINGS HOUSE SCHOOL ENTERPRISES

JOB DESCRIPTION CLUBHOUSE STAFF

KEY RESPONSIBILITIES

Under the supervision of the Clubhouse Manager or Assistant Clubhouse Manager, Clubhouse Staff will be responsible for keeping general areas clean and organised on a daily basis. Staff will need to be positive, tactful, courteous and effective in dealing with club members, parents, staff, volunteers and the general public.

Bar Provision

- Ensure strict stock control measures are adhered to, reducing wastage and able to explain any stock discrepancies.
- Assist in the regular cleaning of beer lines to maintain the quality of the products.
- Store all bar provisions in appropriate quantities and in air tight containers where necessary.
- Ensure bar is kept clean and tidy to the highest level.
- Ensure Health and Safety compliance is adhered to as outlined in Enterprise policy.

Club House

- Ensure Health and Safety compliance is adhered to as outlined in Enterprise policy.
- Ensure all customer facing areas of the Club House offer are clean, tidy and maintained to a high level.
- Ensure all non-facing areas of the club house are clean, tidy and professionally maintained.
- Deal with all enquiries regarding the Club House and Grounds in a friendly, efficient and professional manner
- Ensure all Grounds areas and club house are securely locked when necessary.

Catering Provision

- Help in the organising and preparation, cooking and service of meals and refreshments for all services.
- Keep all legal compliance records up to date when on duty
- Report any equipment defects to the Club House/Catering Manager.
- Keep all catering areas clean, tidy, safe and appropriately stocked at all times.
- Assist in any additional catering for special events or off site catering.
- Consider all food allergies and ensure an alternative meal is available when the main meal is inappropriate.
- Ensure all food is stored correctly and labelled in accordance to compliance laid out by the Catering Manager.

3G

- Ensure that users of the astro adhere to allocated booking time/duration
- Program astro floodlights
- Unlock/ lock the astro facility
- Set up of any equipment appropriate to activities
- Ensure that users of the astro adhere to strict policy relating to footwear – no blades or cleats
- Ensure that the 3G is clear of litter before, during and after sessions
- Ensure that the 3G is clear of lost property before, during and after sessions
- Ensure that any pre agreed arrangements for payment on the day are made.

General

- Undertake available training opportunities and demonstrate a commitment to continuous development.
- Maintains effective communication between all the club house staff to ensure continuity of service standards.
- Perform any other task deemed reasonable by the Clubhouse Manager
- Ensure that the safeguarding, welfare and safety of all children is a highest priority, and that the school's and local authority's procedures are adhered to.

The above is an overview of the main duties of Clubhouse Staff and is not an exhaustive list, other duties may be required as and when the occasion demands.

The ideal candidate will have some or all of the following:

- Previous bar experience (essential)
- Ability to deal with a diverse client base
- Fluent in English with good communication skills
- Good numeracy skills
- Computer literate (Word, Excel, Email)
- Ability to think on feet and use initiative
- Basic knowledge of food preparation
- Self-motivated with a positive, professional attitude
- Outgoing, friendly, warm personality
- Honest and trustworthy
- Flexible approach to work

Terms and Conditions

- Up to 20 hours per week
- Willingness to work evenings and weekends is essential
- £8.50 per hour

Safeguarding

King's House School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo the child protection screening appropriate to the post, including checks with the Disclosure and Barring Service and references from previous employers. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

March 2016